



Lunenburg Public Schools

Loxi Jo Calmes
Superintendent of Schools

SCHOOL COMMITTEE MEETING

Wednesday, December 2, 2015

Town Hall- 7:00 p.m.

MINUTES

School Committee

Gregory Berthiaume, Chair
Michael Mackin, Vice Chair
Wendy Bertrand, Secretary
Colleen Shapiro
Heather Sroka

Superintendent

Loxi Jo Calmes

Recording Secretary

Liz Petersen

Student Representative

Sophia Holman

Guests

Caryn Wardwell, LHS Faculty, John Londa, Director of Facilities
Pete McCauliff, Athletic Director, Julianna Hanscom, Director of Special Services, Elaine Blaisdell, Principal-Primary School, Tim Santry, Principal-THMS, Brian Spadafino, Principal-LHS

Call to Order-Dr. Berthiaume called the meeting to order at 7:00pm

Chair's Report- Dr. Berthiaume stated that the Finance Committee would be holding a budget workshop next Thursday at 7pm at Town Hall. Asked school committee members to confirm attendance at this meeting so that it can be posted.

Review and Approve Warrants –warrants were on the table for signature. One line item transfer was presented by Superintendent Calmes. Request from Ms. Hanscom to transfer \$4,325 from the private tuition line to the special services transportation line for McKinney-Vento transportation cost. Superintendent recommended approval. Document passed to committee for signatures.

Review and Approve Minutes- Regular Session Minutes 11-18-2015 approved by the Committee.

Superintendent's Report

- Superintendent Calmes congratulated 41 junior and senior students that were inducted into the National Honor Society recently. Superintendent Calmes mentioned this was a beautiful ceremony honoring the student's academic achievement, service and leadership.
- We have recently filled two positions. Kathleen McGuire, hired as a floating nurse, she is a Lunenburg resident, and has worked over 30 years at UMASS and Children's Hospital. Served as a per diem nurse previously. Welcome also to Megan Marrone, new THMS nurse. She is a Lunenburg resident currently working in Leominster as float nurse, trained as a communications disorders therapist. Employed previously by Merrimac Education Collaborative. Starts employment on Jan. 4th.
- Thanked Ms. Wardwell and marching band for their hard work and great fall program as well as their fine holiday music at the tree lighting.
- Donation boxes are in all schools for Giftmart, please support this worthy effort by leaving gifts in any of the boxes available.

Student Representative Report- Ms. Holman absent, no report given.

School Building Committee Report-Mr. Mackin explained today was the 66th construction meeting. Site lighting work continuing as well as some preliminary work to get a jump on the work to begin in Spring 2016. Stone walls installed at each classroom wings' waiting area. Railing for stairs installed, high school wing casework arrived and is 50% installed. Taping and sanding continues in area "B".

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Tile work on wall in area “D” almost complete as is area “A”. Floors 90% complete, vinyl tile, painting completed, lighting fixtures to be completed by end of week. Auditorium clouds will be installed next week. These will provide acoustical barrier. It is expected that the scaffolding or “dance floor” will be taken down by end of month when high ceiling work will be complete. Installation of the first elevator closest to HS wing is being completed. Painting locker rooms, work continues in gym, painting complete in library/ media center. Whole project is 68% complete and on target for occupancy end of May, with turn over end of June. Project remains on time and budget. Change orders continue. Only 2% change to date which is very low. Dr. Berthiame commented that when he toured the building it was stunning.

New Business:

- a. Music Dept. Proposed Trip- Superintendent Calmes introduced Caryn Wardwell, LHS music faculty. Ms. Wardwell explained she had modified her original request to include two proposals, one for this year and one within the next two years. Upcoming spring trip will do simpler, more affordable trip. Proposing a trip to Boston, with highlights to include performing at Duxbury Performing Arts Center, Faneuil Hall performance, attending Blue Man Group show, touring Berkley College of Music. Discussed use of public transportation so that buses wouldn’t have to stay. Student wouldn’t miss any school. They would leave after school on a Friday. This would keep costs down for students. In two years the music department requests doing a Nashville trip. Four day trip. Looking at 2018 and anticipate that the cost would be \$1000 dollars, will like to fly. By waiting for two years, will have more opportunity to fundraise. Do not have exact numbers for Boston trip yet, guess would be two to three hundred dollars. Quite affordable. Recommendation of approval from administration. Initial approval sought before discussing with students. Superintendent Calmes mentioned she appreciated Ms. Wardwell waiting for a larger trip to give families time to gather funds. By policy Ms. Wardwell will need to report arrangements to School Committee 30 days before trip for final approval. Motion to approve by Mr. Mackin, seconded by Ms. Shapiro. Vote: unanimous.
- b. Special Education Update & FY17 Proposed Budget- Ms. Hanscom explained some line items stayed the same, slight increase in special services general office supplies. Hospital tutoring decreased due to trends this year. The savings is directly related to the Transitions Program to reduce tutoring costs. Increased contracted evaluations, not due to independent evaluations, rather an increase in ELL evaluations. Transportation costs estimated to project a 3% increase. Will be doing RPF’s on these to determine if we are receiving the best value. Ms. Hanscom recognized Van Pool Bus Service for being wonderful to work with. In regards to out of district tuitions, two possible graduates will be kept as placeholders until they graduate. Quite a few move-in students this year that have contributed significantly to our local Achieve programs. A possible residential placement for a student may be required. 70% projection is a conservative number for Circuit Breaker. This year was Circuit Breaker was 73%. As of November 20TH we have had the lowest number of out-of-district students since 2012. Decrease attributed to schools administration and educators working diligently to keep and to bring students back to the district. Achieve program enrollment is currently as maximum. Not enough space to bring in more or to create new programs. Looking at next year to create an Achieve program for grades 3-5, that will coordinate with the Primary program. Great having school psychologist on board for grades 4-12, as well as school psych/guidance counselor for the Primary. Will possibly be adding a team chair position that will be building based in conjunction with the school psychologist in order to meet student’s needs. 277 student’s on IEP’s as of Oct 1st. Just as many student’s on 504 plans. Moving students on 504 Plans into ESPED, still talking to guidance counselors about updating. Transition program serving 10 students, total number could be 20 or higher. Achieve numbers are as follows: Primary- 10, Preschool- 4, THMS 8 students in one class, 6 students in the other; LHS- 9, with one more anticipated, ACE program-4 students.
- c. Buildings Update & Proposed Budgets-
Primary: Ms. Blaisdell thanked the Primary School educators who are currently serving 500 students grades prek-3rd, next year will be 350 students PK- 2. Thanked the staff for their dedication, hard work, care and nurturing of children every day. She requested \$56,140 for non- personnel expenditures for FY17. Most lines have decreased due to 3rd grade moving to

new school. PD line increased as responsive classroom will become a focus due to new teachers needing strategies and resources. This would help support social/ emotional goals. Math supplies increased, last year purchased through curriculum adoption, would like to continue adding to program. Guidance increased in area of social/emotional learning, furniture increased \$7900 to establish project room where groups of children can work on service learning projects using standing desks or tabletops, the rest could be used in 1st grade to provide movement opportunities to increase learning. Most other lines went decreased or stayed the same. Dr. Berthiaume asked who put together the elementary school budget. This was a combination of both Mr. Santry and Ms. Blaisdell. Superintendent Calmes explained for the last 4 years have been in new reconfiguration from FY13. However the budget spreadsheet provides budget line information back to FY10 when TCP was open. Can provide reviews around enrollments during next meeting. Ms. Shapiro commented the increases are largely due to new furniture for project room which is a new request. Superintendent Calmes commented that for several years we have not added any request for furniture.

THMS- Mr. Santry presented the Grade 3-5 budget. \$64,500 is requested for the Elementary School. \$27,000 more requested. Items driving line increase are new furniture, equipment, and ELA/reading supplies. The building will need two new classroom sets of furniture including standing desks, total \$15,800 dollars. Read Naturally Live requested by teachers, a web based program with a per person cost, IPAD apps "Notability", and purchases of novels. Continue to align with common core in regards to Everyday Math and student workbooks. Requested \$4000 in library books. Increase for replacement of instruments. Mr. Santry also presented the THMS budget based on a three grade level (6-8) configuration. Only included however grades 6 & 7 for teacher materials, grade 8 is included in HS budget presentation. Increase in physical education attributed to making sure there is an adequate program. Many supplies that we have now will stay at the building for 3-5 students. Technology \$2,000 increase proposed for "JOGNOG", a fun and interactive way for teachers to engage students, and "Brainpop" for science/technology. Dr. Berthiaume asked about previous equipment owned when we had a 4 school configuration and what had been done with this when we went to 3 schools. Mr. Santry explained that the last three years have not asked for money for any new materials as they had been utilizing former TCP materials. These are getting old now and need to be replaced. This money is not out of new school budget, as these are not capital equipment items-they are balls, jump ropes, etc. General update from THMS, what a difference adding grade 4 and grade 6 teachers which has reduced class sizes from 27-28 to 22-24. TIGER program will be presented on December 10th to students to learn how to proactively deal with social issues. Beginning Jan 8th STEM program after school, accommodates up to 24 students. Extremely positive and successful cross country program-over 90 students; majority of them 4th graders. As we move to new school, need to think about student offerings.

LHS-Mr. Spadafino reported that he was approached by Mr. Rich Mankiewicz from NRT, and asked if we were interested in a donation of camera equipment-he brought materials in a few weeks ago. Included were 3 slightly used high end cameras. If they were purchased new, the cameras would cost \$49,000. Mr. Diperri made one of his professional goals to learn about this equipment and teach to other people. LHS may also partner with local cable access. Mr. Spadafino thanked NRT for donation. He also reported that this week winter sports started, basketball, hockey, indoor track. "Date with Judy" schoolwide play free matinee tomorrow at 3pm for seniors, more shows this weekend. Friday and Saturday, 7pm. \$7 for students, \$10 for adults. 8th grade Student Government, luncheon at Eagle House Dec 21st. Mental health has been focus this year for professional development, suicide prevention pilot in 9th grade with PE classes. Students showing stress, anxiety, depression and how do we lessen this while making connections with students, advisory been a tool to foster relationship building. Advisory time one day a week, Thursday mornings for 26 min. One faculty meeting a month devoted to advisory, one student from each advisory joins that meeting. Advisory has been very successful. Two department heads doing advisory projects-posting Google Docs of activities to facilitate with students. Budget: through curriculum adoption this current school year has provided several curriculum needs such as in the area of foreign language. Overall increase in budget for grades 8-12 is a \$7,489 increase. One increase was in area of PE supplies for heartrate monitors to show students about burning energy and increasing fitness

levels and TRX materials-straps that will suspend from bars for students to use their own body weight to pull themselves up. Increases also proposed are: \$2,075 music equipment, \$1,250 repair increase due to expansion-will have extra piano and instruments to service. Timpany needs repair. ELA supplies \$4,000 budget, Math \$1,075 to provide 2-3 teachers with AP training Dr. Berthiaume commented they will have questions forthcoming after review of budget documents. Decreases in PD line, \$6,500-ELA & Math funds will go in that line. Graduation hopefully will be moved back to LHS instead of FSU, so a decrease is projected within that line. Decrease in library book funds-money could shift to main line.

Superintendent Calmes noted that the Dec. 16th meeting will provide overview of budgets for technology, athletics and initial recommendation of the FY17 Superintendent's budget.

- d. Donation: Camera donation from NRT, nice opportunity for us to supplement equipment being purchased for new building, to be utilized for morning announcements and library media center. Video production opportunity for students. Mr. Mackin moved, Ms Shapiro seconded. Vote unanimous to accept with gratitude. Mr. Spadafino also reported that Mr. Mike's Mobil had given LHS a \$500 donation to be utilized for the STEM program. Acknowledged by Committee with gratitude. Also acknowledged with gratitude was the Connor Lourens Memorial Fund that recently provided a donation of \$2,500 for trips; distributed 67% for Washington DC trip, and 33% for Nature's Classroom. Superintendent Calmes thanked the Lourens family for continuing to provide support for these student trips.
- e. First Reading & Revised Policies: security cameras in school brand new policy with the purpose being to provide safe and secure environment, protecting investment of buildings. Outlines that staff will be notified through handbooks that there are cameras, and outlines procedures in place under confidentiality rules that are only shared with law enforcement. Move to waive first reading made by Mr. Mackin, seconded by Ms. Sroka. Vote: unanimous. Next policy brought forth for consideration is community use of school facilities-updated cost info, driven by insurance binder request to increase from 1 million to 3 million per Town Hall, also in anticipation of new building must employ school personnel to do equipment of stage as of June 1st. Motion to waive by Mr. Mackin, seconded by Ms. Shapiro, vote unanimous. Significant update to emergency plan policy. Codifying procedure into policy for a response plan for every school in district-requires coordination from public safety personnel, providing training in CPR and first aid for staff & coaches, defibrillators. Required to deliver to state every three years. New change is that any intruder response drills will be conducted with student participation at all levels. In past these drills were done only with staff. Motion to waive first reading by Mr. Mackin, seconded by Ms. Shapiro. Vote: unanimous. These policies will be on website within next few days, encourage public to review and make comments. Our policy is to have three readings-next will be on Dec. 16th.

Old Business:

- a. Capital Plan Update & Vote- Mr. Londa discussed two items-phone system and pick- up truck. Asked in last year's capital plan-wanted to look at voice over IP plans. Looking at cloud based voice over IP. Life cycle cost for 15 years includes initial cost of \$22,000, annual maintenance \$500 to \$1000, roughly 5% per year. Looking at 9 phone lines-\$66,000 for 15 years. Initial purchase price of \$4,661, monthly connection costs add up to \$5,380 a month and to back out cost of telephone lines you would need about \$2,000. Cheapest cost is wire based system that we actually purchase. Not flexible however as you cannot move it from place to place. Cloud based you could move-lot of flexibility, but higher cost-. Need some flexibility especially this summer when LHS begins demolition as we will lose phone system capability for July and August. Pick- up truck \$27,500 new, spoke to DPW director-need vehicle that hauls sand, brush, etc. Does not go on highway. Asked if we could get a hand me down vehicle. Dr. Berthiaume commented that he was not comfortable going to capital planning committee with cost of brand new vehicle when we could possibly go to Chapdelaine's or a similar location for a used truck. Asked Mr. Londa to change number to \$14,000. Superintendent Calmes recommended supporting a used vehicle, would support \$14,000 as a number. Dr. Berthiaume commented that Mr. Londa took a lot of time and effort in figuring out the most cost effective way for phone system. Motion to accept capital plan by Mr. Mackin, second by Ms. Shapiro. Vote: unanimous.

- b. Second Reading Physical Restraint Revised Policy-Revisions were in response to the new state law which takes effect in January, 2016. This policy's revisions are shown on website, intent remains the same, more clarity provided as well as a procedures manual that has been greatly expanded and includes a safe environment for everyone, constantly supervised time out-direct visual and auditory contact. All of this is only to be used in emergency situations to protect students and staff members. Chose to make this more restrictive than required to by state law. Will be two more opportunities to provide input. Motion to waive second reading by Mr. Mackin, seconded by Ms. Sroka. Vote: unanimous.
- c. Secretaries and Clerks Association Negotiations-Secretaries would like to participate in negotiations-Ms. Sroka and Ms. Bertrand were appointed as school committee representatives. Superintendent Calmes will share this information with the secretaries and set up a meeting date and time.

Public Comment – none noted.

Reports

- a. Finance Committee-workshop next week speaking of history of school budgets, meeting tomorrow at Town Hall.
- b. School Councils-Primary- will meet next Wednesday, December 9th. THMS will meet Tuesday- will discuss handbooks for elementary and grades 6-8 MS, and preliminary budget. Next meeting Dec. 22nd. LHS-meets next week.
- c. PTO-met Monday December 7th. Fundraiser 5-9pm next Thursday at Barnes and Noble. Schedule on PTO website. Peanuts fundraiser raised \$1,500 and a lot of food for the food bank.
- d. Policy Sub-Committee-hasn't met since last meeting, will meet after the new year.
- e. Capital Planning Committee-meeting will be forthcoming.
- f. Wellness Advisory Committee- meets next Wednesday, December 9th
- g. PAC/SAL-meeting Nov 13th not well attended. Ms Harvey looking at Primary school to hopefully pass the torch to other interested parents. Ms Hanscom participating in regional PAC with Ms. Harvey.
- h. Reuse Committee –met Nov. 24th with Charlie Hay, Tappe architect for the building project who provided an update on the feasibility study. Next meeting on December 21st.
- i. Transition/Reconfiguration- Technology Committee met on Monday-tech moving forward with the technology plan. FF&E will meet with tech consultant again next meeting-interactive projectors. Next Tuesday sample of voice system and projectors to be used for PD at THMS, then will be moved to LHS for PD.
- j. Diversity Advisory Committee- has not met
- k. Start-Time Sub-Committee-have not met
- l. Reconfiguration Advisory-met last night, looked at list of items Mr. Spadafino provided of class gifts and memorial gifts. Discussed trophies and banners and which ones will be transferred to new building. Next meeting will discuss policy for trophies/awards so it will be a smoother process moving forward as well as naming of gym and decommissioning and dedication ceremonies. Next meeting Jan 12th.

Topics for Future discussion- workshop. Still waiting from DESE as to guidance surrounding PARCC and MCAS. Determination from state is to move to MCAS 2.0, important for us to make a recommendation at next meeting as to what will be administered in the spring. Dec 18th was state's timeline for us to let them know-we have communicated that this will be longer. Waiting for information, told it will be forthcoming shortly and will bring decision to next meeting. Question as to How we maximize benefit of these tests as we will have a large discontinuity in testing next year due to reconfiguration. Do not want to schedule this workshop until after the new year.

Adjournment-Motion to adjourn at 8:46pm by Mr. Mackin, seconded by Ms. Shapiro. Vote: unanimous.

Respectfully Submitted,
Liz Petersen

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